September 7, 2005

TO: Charter School Lead Person
Resident and Non Resident School Districts

FROM: Yut'se Thomas
Office of School Funding

SUBJECT: October 15, 2005 Enrollment Counts

This memo serves as a timeline for submission of the October 15, 2005 student enrollment data through the department's DOENET system. Included is the schedule for entering this data into the system. Please note that the file will be locked on November 1, 2005 so that DOE can begin to generate the October 15, 2005 payment schedules for the 2005-06 school year.

Since the next revision for the purposes of determining average daily enrollment will not occur until the last day of the school year, it is imperative that charter schools and school districts work together to ensure the completeness and accuracy of the enrollment data submitted at October 15. If a charter school experiences significant changes in enrollment subsequent to the October 15 count, they must notify the school district of resident and the Office of School Funding, as soon as it becomes evident.

It must be noted that the October 15 enrollment count continues to be utilized for determination of federal funding. Charter schools and districts must be diligent in ensuring that all students and applicable low income, special education and bilingual education information is entered into the DOENET.

Charter schools are reminded that, in addition to entering the required student information and applicable low income, special education and bilingual education data into the DOENET, the information must be submitted separately to the resident and non-resident districts for ASSA reporting purposes.

The Department of Education has created an October 15, 2005 student enrollment start-up file for the 2005-06 school year in order to reduce the amount of data entry time required by charter schools and districts. This start-up file was created by copying student records that existed in the file as of the final 2004-05 enrollment count. All student records were copied with the exception of those coded "D" in the action field, which indicated that the student had been dropped from the charter school's enrollment prior to the last day of the 2004-05 school year.

APPENDIX B- 1

The fields that have been copied are listed below along with a notation of the entity responsible for reviewing and modifying the data. In addition to ensuring the accuracy of the pre-populated student information **you will need to enter data for any new students enrolled for school year 2005-06**.

Field	Responsibility	Special Instructions
Last Name	Charter School	
First Name	Charter School	
Middle Initial	Charter School	
Birth Date	Charter School	
Grade +1	Charter School	X
Race	Charter School	X
Sex	Charter School	X
Non-Public (School Name)	Charter School	X
Enrolled Days	Charter School	X
Assigned District School Code	School District	
Sent To	School District	
Free Lunch/Milk	Charter School	X
Special Education Tier	Charter School	X

Special Instructions

Grade - The student's grade level was increased by 1. For example, students in grade 1 in 2004-05 will appear in grade 2 in the 2005-06 file. Charter schools must review the grade information and adjust as necessary.

Free Lunch/ Milk – Both charter schools and school districts can enter codes regarding a student's eligibility for Free Lunch or Milk. Such children are those who have been determined to be eligible to receive free meals or free milk under the National School Lunch Act and the Child Nutrition Act. Enter "F" if the student is eligible for Free Lunch/ or Free Milk. Enter "R" if the student is eligible for reduced Lunch/ or reduced Milk. Leave the field blank if the student is not eligible.

Race and Sex - Race and sex must be populated on every student record.

Non-Public School Name – If the student enrolled in the charter school from a non-public school, you must enter the name of the non-public school. Non-public schools include private schools, home school and parochial schools. Do not enter a "yes", "no", or the name of your charter school in this field. If the student enrolled in the charter school from a public school enter "P" in the field. Students enrolled from another charter school are considered public school students and a "P" should be entered in the field.

The Charter School is required to provide, to the Office of School Funding, a separate list of **new** students who enrolled from non-public schools for FY 2005-06. Include the **Name of Student, Date of Birth, Grade, Name and Address of Non-public School**. Do not include students who were enrolled last year. Transfers from other charter schools and Kindergarteners are considered Public Students.

Session Days – The number of session days for school year 2005-06 was updated by the DOE based on information submitted by the charter school via fax. If this information is not correct, the charter school must manually change the number of session days for each student record.

Tier Code and Days –Classification codes for special education are included in Attachment 1.

All the information on enrollment should be maintained in your school registers in addition to any other recording system that you may be using. Please note that your enrollment and attendance records are subject to a school register audit at any time.

Please review the attachments to this memorandum. They provide information you will need in order to complete the October 15, 2005 update. Attachment One describes information needed in each field. It also includes reminders about the importance of entering student information relating to free lunch/free milk and sex and race. Attachment Two describes the action to be taken by the school district to certify a student's residency.

Timely distribution of the revised payment schedules depends on strict adherence to the deadlines outlined above. For this reason it is recommend that you immediately contact the DOE Technical Assistance Help Line at (609) 984-6794 or your county office to make arrangements to complete the file update from that site should you encounter any problems accessing the DOENET. Failure to update the system will result in payment schedules that reflect the student data as of the June 2005 enrollment count.

If you have any technical questions or require assistance you may call Charles Kahil at (609) 292-5168, Karina Bielaus at (609) 341-5299 or Kathy Ambrosio at (609) 341-5298.

Z:/Finance/2005-06/enrollment counts/October 15/October 15, 2005 inst
Attachments
c: Rochelle Hendricks
     County Superintendents

New Jersey Department of Education
Division of Finance
Office of School Funding
October 15, 2005 Charter School Enrollment Count
School Year 2005-2006

The following are implementation dates of Charter School enrollment submissions for the 2005-2006 School Year:

Date	Responsibility	Action Item
Sept. 12 – Sept. 13	All Charter Schools	Provide to the Department of Education the number of October 15 session days via fax. The October 15 session days are defined as the number of days students were in school receiving instruction from the first day of school up to and including October 15. Via fax, provide to the Department of Education the list of first year non-public school students, including names, district of residence and name of non-public school previously attended.
Sept. 14 – Sept. 16	Department of Education	Update October 15 session days for all charter schools. File initialized for October 15 by automatically entering ENROLLED DAYS on each student record.
Sept. 19 – Oct. 16 DOENET *open for changes needed for each student record and to enter new students not in the system*	Charter School	Modify student enrollment data as needed. Update the file to reflect new students enrolled for the 2005-06 school year; students who have dropped since the final 2004-05 enrollment count and other student information which needs revision. Upon completing the file update, the charter schools must notify districts to enter assigned district school codes for new and uncertified students.
Oct. 17 – Oct. 23 DOENET *open for school district input*	Resident/ Nonresident School District	Check Screen 4. –Update Assigned District school code for 999 and 000 to access subset of students requiring certification of residency. If unable to access Screen 4, utilize Screen 2 and follow instructions on Attachment 2.
Oct. 24 – Oct. 25	Department of Education	Department of Education will Fax 000 and 999 reports to charter schools. The report shows student records, which require district assignment of school codes.
Oct. 26– Oct. 31	Charter Schools & Resident/ Nonresident School District	Charter School and district personnel work together to resolve any discrepancies.
Nov. 1 – Nov. 18	Department of Education	**DOENET closed** to charter schools and resident/ nonresident school districts. Department will calculate revised payment schedules.

ATTACHMENT ONE

Charter School Enrollment System - Student Information Update

Student Information Entry Screen - 1


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NEW JERSEY DEPT. OF EDUCATION

2003-2004 CHARTER SCHOOL ENROLLMENT

            6425 - Emily Fisher CS of Adv. S

County: 21  - MERCER       District: 5210 - TRENTON CITY

                    USER OPTIONS

        OPTIONS   A - TO ADD A RECORD
                  C - TO CHANGE A RECORD
                  D - TO DELETE A RECORD
                  E - TO EXIT


          ENTER OPTION:    [  ]


          Hit RETURN KEY after making selection
```

ATTACHMENT ONE

Charter School Enrollment System - Student Information Update

ENTER ONE OF THE FOLLOWING OPTIONS:

If **(A) dd** is chosen – you will be brought to the Student Enrollment Information Screen where you will enter information for students who were not included in the list of registered students for October 15th.

If **(C) hange** is chosen – the system will ask you to enter the student's last name. If no name is entered the system will bring up the first student record in alpha order on the next screen (Student Enrollment Information Screen).

(D) elete - This option is not available to the charter School. **For duplicate records, if a student has left the charter school or never came to the school, follow the instructions for the "Action Field" on the Student Enrollment Information Screen and contact the Office of School Funding for deletion of the record.** Failure to follow these instructions could lead to audit problems in the future.

*** Important Reminders ***

- If you are finished adding student records for one district and wish to add student records for a different district, you must first change the district code. Failure to do this will result in student records being associated with the wrong district for funding purposes.

- Charter school users do not have access to the "Assigned School Code and the Send To Code" fields. This information can only be changed/completed by school districts. All students enrolled during the October 15[th] count must be identified as registered students in the district. The School district certifies that a student is registered in the district by entering the Assigned District School Code: <u>XXX</u> or the Send To: <u>XX – XXXX – XXX</u> information. Note that the "Send To" fields are only completed if the district has a formal sending/receiving relationship with another district. In such cases the district will need to enter the county, district and the assigned district school codes in this field.

The district will enter "999" in the Assigned school code field if the student does not belong to the district. "000" in this field indicates that the district has taken no action on the student record. **Student records containing a "999" or "000" code will not be included in the calculation of school based aid payment. It is therefore imperative that charter schools immediately contact the school district to have this information entered for newly added student records and/or corrected as necessary for other student records.**

ATTACHMENT ONE

Charter School Enrollment System - Student Information Update

Student Information Entry Screen – 2

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(A) TELNET (10.8.130.203) - PowerTerm 525
File  Edit  Terminal  Communication  Options  Script  Help

        NEW  JERSEY  DEPT.  OF  EDUCATION
      2003-2004  CHARTER  SCHOOL  ENROLLMENT

    CHARTER SCHOOL:  6425 - Emily Fisher CS of Adv. Studies      SESSION: 1

    County: 21 - MERCER              District: 5210 - TRENTON CITY

  STUDENT ENROLLMENT INFORMATION    Last Name:

  First Name:                       M.I.:    Sex:      Race:

  Birth: 00/00/0000 Grade:    Assigned Dist. School: 000

  Send To: 00-0000-000              Non Public:

                                   Tier Code Days  ADE  Tier Code Days  ADE
  Enrolled Days: 194  ADE: 1.0
                                    I        0  0.0   II       0  0.0
  Bilingual:    Days:   0 ADE: 0.0           0  0.0   III      0  0.0
                                             0  0.0   IV       0  0.0
  Free Lunch/Milk:    Action:                0  0.0

        Add a New Student? ---- Enter (Y)es (N)o or (Q)uit
```

"**"ENROLLED DAYS"**":
The total number of days for the October 15th count will be displayed (e.g. 30 days). October 15th count runs from the first day of school up to and including October 15. **The charter school is responsible for the accuracy of all data and therefore must review and modify, as needed the number of "ENROLLED DAYS" on each student record.**

ATTACHMENT ONE

Charter School Enrollment System - Student Information Update
Non-Public School XXXXXXXXXXXXXXXXXXXXXXXX
The system will not process the record if this field is left blank.

If the student came to the charter school from a public school enter one of the following in the non-public field:
- the word "Public"
- the letter "P"

If the student came to the charter school from a non- public school enter the name of the non-public school in the non-public field. For example, Saint XXXXX or XXXXXXX Prep School. If a student came to the charter school from home school, enter "home school" in the non-public field.

Note " Transfers from other charter schools or Kindergartners are coded as "Public"

Free Lunch/Milk: X
ENTER "**F**" to indicate a student's eligibility for Free Lunch or Milk. Those are children who have been determined to be eligible to receive free meals or free milk under the National School Lunch Act and the Child Nutrition Act. Enter "**R**" if a student is eligible for reduced lunch or milk. This field must be left blank if student is not eligible. This rule will apply even if the field is populated sometime after the beginning of the school year. **The data in this field as of October 15 count will be used by the DOE to calculate various entitlement programs allocations. It is therefore critical for charter schools to enter this information now.**

Sex: X
ENTER (M) male or (F) female. The sex field must be completed for each student.

Race: X
The Fall Survey application requires student counts by racial/ethnic origin. Mandated by the federal government, these standard classifications were developed in order to collect compatible, non-duplicated, and exchangeable racial and ethnic data for use by the federal agencies. For the purposes of the fall survey reports, a student is to be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging to. However, no individual can be counted in more than one racial ethnic category. The definitions of these categories are as follows:

ATTACHMENT ONE

Charter School Enrollment System - Student Information Update

<u>Code</u>   <u>Definitions</u>

   W <u>White, Not of Hispanic Origin</u>. An individual having origins in any of the original peoples of Europe, North Africa, and the Middle East.

   B <u>Black, Not of Hispanic Origin</u>. A person having origins in any of the black groups of Africa.

   H <u>Hispanic</u>. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture origin, regardless of race.

   I   <u>American Indian or Alaskan Native</u>. A person having origins in any of the original peoples of North American.

   A   <u>Asian or Pacific Islander</u>. A person having origins in any of the original peoples of the Far East, South-East Asia, the Pacific Islands or the Indian subcontinent. This includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and India.

The <u>Student Information – Display All Students in A Grade Screen</u>, which lists all the students in specific grade, can be used to check for completion of the sex and race data for each student.

Bilingual: <u>X</u>   Days <u>000</u>
ENTER (Y)es to indicate a student is eligible for bilingual aid <u>and</u> receiving related bilingual services. This field must be left blank if student is not eligible <u>or</u> is not receiving related services. The charter school must enter the number of "Days" that student received bilingual services during October 15th count. A student is eligible for bilingual aid if he/she is identified as Limited English Proficient (LEP) in accordance with N.J.A.C. 6: 31-1.2, participating in a bilingual/ESL program or a program of English Language Services.

Action: <u>X</u>
ENTER (D) if a student is no longer enrolled in the charter school. The system will only accept (D) in this field.
The "ENROLLED DAYS" should also be adjusted to accurately reflect the number of days the student was enrolled for purpose of calculating ADE and payments owed on behalf of the student during the October 15th count.

Tier Code: XXX and Days: 000
Refer to the Special Education section of the Charter School Enrollment System User Manual for additional information pertaining to categorical aid for special education

Tier I Code : XX and Days: 000
Enter the specific service (e.g. OT for Occupational Therapy) for the first service. If the child's I.E.P. requires more then one service then use the other fields with in the Tier I section for each additional service. Enter the number of days the student received the service during the October 15th count.

Tier I relates to those pupils classified **for other than speech correction services** resident in the district which receive related services including, but not limited to, occupational therapy, physical therapy, speech and counseling.

Only classified students are eligible for Tier I aid and **only up to four services**. This does not mean that for the student, if the I.E.P. requires more than four services or the student is not classified special education that these services are not provided to the student. The charter school **must** provide all the necessary services as required by the students' I.E.P.

Tier II –Code: XX and Days: 000
Enter code only if the student is classified as Specific Learning Disabled (SD), or Traumatic Brain Injury (BI), or Cognitively Impaired - Mild (CMD) or Preschool Disabled (PD). Enter the number of days the student received service during the session.

Tier III - Code: XX and Days: 000
Enter code only if the student is classified as Cognitively Impaired –Moderate (CIM) or Emotionally Disturbed (ED), or Multiply Disabled (MD), or Auditory Impaired (AI), or Orthopedically Impaired (OI), or Communication Impaired (CI), or Other Health Impaired (HI) or Visually Impaired (VI). Enter the number of days the student received the service during the session.

Tier IV - Code: XX and Days: 000
Enter code only if the student is classified as autistic (AUT), or Cognitively Impaired - Severe (CIS), and any classified students receiving one or more of the defined intensive services (IS) such as: individualized instruction, student to teacher – aide ratio of 3:1 or less, high level assistive technology, extended school year, intensive related services, interpreter services, personal aide, residential placement for educational purposes and individual nursing facilities. Enter the number of days the student received the service during the session.

cs\finance\2005-2006\enrollment counts:\Oct 15 attachment 1.doc

ATTACHMENT TWO

Charter School Enrollment System - Student Information Update

District Responsibility (district where the student resides):

<u>Charter schools are required to notify the district if student records require district input of the assigned district school code</u>. All students enrolled during October 15th must be identified as registered students in the district. The district certifies that a student is registered in the district by entering the Assigned District School Code: <u>XXX</u> or the Send To: <u>XX – XXXX – XXX</u> information. Note that the "Send To" fields are only completed if the district has a formal sending/receiving relationship with another district. In such cases the district will need to enter the county, district and the assigned district school codes in this field.

Districts can enter this data by taking the following steps.

1. Access the DOE NET Charter School Enrollment System and Choose Option 4 -Student Info – <u>Update Assign District School Code for 999 & 000</u>.

2. Enter the 4-digit code of the Charter School.
    The system will bring up each individual student record that contains a 000 or 999 in the Assigned District Code field.

    If you are unable to access Option 4, choose Option 2-<u>Student Info. Entry</u>.

    The system will ask you to enter the charter school 4-digit number.
    On Screen 1, enter your 2-digit county code and 4-digit school district code.

    Enter User Option **(C)** **hange**. The system will ask you to enter the student's last name. If no name is entered, the system will bring up the first student record in alpha order on the next screen, the Student Enrollment Information Screen.
    In the Student Enrollment Screen and proceed, as follows:

3. ENTER the 3-digit Assigned District School Code. All students must be assigned a school in the district (in addition to the charter school assignment). In other words, enter the code of the district school that the student would be attending if he/she were not attending the charter school.

4. Enter "999" in the Assigned Dist School Code field if the student is not a resident of the district or if the student record is a duplicate record of a student record with an appropriate Assigned Dist. School Code. "000" in this field indicates that the district has taken no action on the student record. **It should be noted that student records containing a "999" or "000" code will not be included in the calculation of school based aid payment.**

This data must be completed by October 31, 2005. System users will be locked out of the database at that time.

If you require assistance, contact Charles Kahil at (609) 292-5168, Karina Bielaus at (609) 341-5299 or Kathy Ambrosio at (609) 341-5298.

State of New Jersey

DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NJ 08625-0500

JON S. CORZINE
Governor

LUCILLE E. DAVY
Acting Commissioner

June 6, 2006

TO: Charter School Lead Person
           Resident and Non Resident School Districts

FROM: Yut'se Thomas, Director
           Office of School Funding

SUBJECT: Final 2005-2006 Enrollment Counts

This memo serves as a timeline for submission of Session 4 student enrollment data through the department's DOENET system.

Date	Responsibility	Action Item
June 7 - June 8	All Charter Schools	Provide to the Department of Education the number of Session 4 days via fax. The days in Session 4 are defined as the number of days students were in school receiving instruction from the first day of school up to and including the last day of school.
June 9	Department of Education	Update Session 4 days for all charter schools. File initialized for Session 4 by automatically entering ENROLLED DAYS on each student record.
June 12 – June 16 *DOENET open for changes needed for each student record and to enter new students not in the system*	Charter School	Modify student enrollment data as needed. Because the Department automatically populated the ENROLLED DAYS, the charter school needs to only change the records of those students who were not enrolled in the full session. (E.g. a student dropped out of the school in March or a new student entered the charter school in April.) Reminder: Place a "D" in the ACTION field and change the number of enrolled days if student dropped from enrollment after the first day of school. DO NOT DELETE any student records from the system. Upon completing the file update, the charter schools must notify districts to enter assigned district school codes for new and uncertified students.

APPENDIX B -12

Date	Responsibility	Action Item
June 19 - June 23 DOENET *open for school district input*	Resident/ Nonresident School District	Check Screen 4. –Update Assigned District school code for 999 and 000 to access subset of students requiring certification of residency. If unable to access Screen 4, utilize Screen 2 and follow instructions on Attachment 2.
June 26-June 30	Charter Schools Resident/ Nonresident School District	Charter school and district personnel work together to resolve any discrepancies.
July 1	Department of Education	DOENET closed to charter schools and resident/ nonresident school districts
July 1-July 14 DOENET *Charter Schools and districts locked out*	Department of Education	Department will calculate revised payment schedules and notify the resident and nonresident districts.

Please review the attachments to this memorandum. They provide information you will need in order to complete the Final Session update. Attachment One describes information needed in each field. It also includes reminders about the importance of entering student information relating to free lunch/free milk and sex and race. Attachment Two describes the action to be taken by the school district to certify a student's residency.

Timely distribution of the revised payment schedules depends on strict adherence to the deadlines outlined above. For this reason it is recommended that you immediately contact the DOE Technical Assistance Help Line at (609) 984-6794 or your county office to make arrangements to complete the file update from that site should you encounter any problems accessing the DOENET. Failure to update the system will result in payment schedules that reflect the student data as of the October 15, 2005 enrollment count.

Charter schools are reminded that, revisions to applicable low income, special education and bilingual education data into the DOENET, are not permitted for existing student records during this enrollment count, as related funding for all categorical aid is based on student profiles as of October 15, 2005. (i.e. students are to be identified <u>and</u> be receiving related services as of 10/15/05 to qualify for funding)

If you have any technical questions or require assistance, please contact Nicole Kane at (609) 984-5929, Kathy Ambrosio at (609) 341-5298, Charles Kahil at (609) 292-5168 or Karina Bielaus at (609) 341-5299.

YT/jg/finance/2005-067/enrollment count/final/05-06 Final enrollment calendar

Attachments
C: Rochelle Hendricks
    County Superintendents

ATTACHMENT ONE

Charter School Enrollment System - Student Information Update

Student Information Entry Screen - 1

ENTER ONE OF THE FOLLOWING OPTIONS:

If **(A) dd** is chosen — you will be brought to the Student Enrollment Information Screen where you will enter information for students who were not included in the list of registered students for Final Session.

If **(C) hange** is chosen — the system will ask you to enter the student's last name. If no name is entered the system will bring up the first student record in alpha order on the next screen (Student Enrollment Information Screen).

(D) elete -This field is not available to the charter school. For duplicate records or if a student has left the charter school or never came to the school, follow the instructions for the "Action Field" on the Student Enrollment Information Screen.

*** Important Reminders ***

- **The non-public school field must be populated on each student record.**
- Charter school users do not have access to the "Assigned School Code and the Send To Code" fields. This information can only be changed/completed by school districts. All students enrolled during Final Session must be identified as registered students in the district. The School district certifies that a student is registered in the district by entering the Assigned District School Code: XXX or the Send To: XX – XXXX – XXX information. Note that the "Send To" fields are only completed if the district has a formal sending/receiving relationship with another district. In such cases the district will need to enter the county, district and the assigned district school codes in this field. The District is required to enter an Assigned School Code for non-public students who are registered in the district.

ATTACHMENT ONE

The district will enter "999" in the Assigned school code field if the student does not belong to the district. "000" in this field indicates that the district has taken no action on the student record. Student records containing a "999" or "000" code will not be included in the calculation of school based aid payment. It is therefore imperative that charter schools immediately contact the school district to have this information entered for newly added student records and/or corrected as necessary for other student records.

Student Information Entry Screen - 2

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 PowerTerm 525 - TELNET (205.148.5.2)
File  Edit  Terminal  Communication  Options  Macro  Script  Help

          NEW  JERSEY  DEPT.  OF  EDUCATION
       1999-2000  CHARTER  SCHOOL  ENROLLMENT

     CHARTER SCHOOL:  7500 - PACE CS of Hamilton           SESSION: 1

     County: 21 - MERCER           District: 5210 - TRENTON CITY

  STUDENT ENROLLMENT INFORMATION      Last Name:

  First Name:                        M.I.:    Sex:       Race:

  Birth: 00/00/0000 Grade:    Assigned Dist. School: 000

  Send To: 00-0000-000              Non Public:

                                  Tier Code Days  ADE  Tier Code Days  ADE
  Enrolled Days: 185 | ADE: 1.0
                                   I       0  0.0   II      0  0.0
  Bilingual:   Days:   0 ADE: 0.0          0  0.0   III     0  0.0
                                           0  0.0   IV      0  0.0
  Free Lunch/Milk:  Action:                0  0.0

          Add a New Student? ---- Enter (Y)es (N)o or (Q)uit

  F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12
 VT420-7   2360   Caps  Hold  OnLine
 Start   Inbox Microsoft Outlook   PowerTerm 525 - TEL...  Microsoft Word - SESSIO...        10:53 AM
```

"'ENROLLED DAYS'":   000
The total number of days in Final Session will be displayed (e.g. 180 days). (Final Session runs from the first day of school up to and including the last day of school). With the exception of Session 1, charter school users must modify this data if the actual number of days the student was enrolled during the session differs from the number displayed. (E.g., Final Session = 180 days, but the student transfers out after 150 days, you must change the "ENROLLED DAYS" from 180 to 150 and a "D" must be entered in the ACTION field). If the student never came to the charter school the number of enrolled days must be changed to zero and a "D" must be entered in the ACTION field. **The charter school is responsible for the accuracy of all data and therefore must review and modify, as needed the number of "ENROLLED DAYS" on each student record.**

ATTACHMENT ONE
Charter School Enrollment System - Student Information Update

Non-Public School XXXXXXXXXXXXXXXXXXXXXX
The non-public school field on each student record must contain an entry. The system will not process the record if this field is left blank.

If the student came to the charter school from a public school enter one of the following in the non-public field:

- the word "Public"
- the letter "P"

If the student came to the charter school from a non- public school such as a parochial or private school or home schooled enter the name of the non-public school in the non-public field. For example, Saint XXXXX or XXXXXXX Prep School.

NOTE: Transfers from another charter school are coded as "P" for public school in the non-public field.

Changes to Categorical Aid – **For newly enrolled students only**

IMPORTANT
No revisions to applicable low income, special education and bilingual education data into the DOENET, are permitted for existing student records during this enrollment count, as related funding for all categorical aid is based on student profiles as of October 15, 2005. (i.e. students are to be identified <u>and</u> be receiving related services as of 10/15/05 to qualify for funding)

Free or Reduced Lunch/Milk: <u>X</u>
ENTER (F) to indicate a student's eligibility for Free or Reduced Lunch or Milk. Those are children who have been determined to be eligible to receive free or reduced meals or milk under the National School Lunch Act and the Child Nutrition Act., as evidenced by a valid "Application for Free and Reduced Price Meals" or "Free Milk" on file Enter (R) to indicate a student's eligibility for Reduced lunch or Milk. This field must be left blank if the student is not eligible.

Sex: <u>X</u>
ENTER (M) male or (F) female. The sex field must be completed for each student.

Race: <u>X</u>
The Fall Survey application requires student counts by racial/ethnic origin. Mandated by the federal government, these standard classifications were developed in order to collect compatible, non-duplicated, and exchangeable racial and ethnic data for use by the federal agencies. For the purposes of the fall survey reports, a student is to be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging to. However, no individual can be counted in more than one racial ethnic category. The definitions of these categories are as follows:

Code   Definitions

W   White, Not of Hispanic Origin. An individual having origins in any of the original peoples of Europe, North Africa, and the Middle East.

B   Black, Not of Hispanic Origin. A person having origins in any of the black groups of Africa.

H   Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture origin, regardless of race.

I   American Indian or Alaskan Native. A person having origins in any of the original peoples of North American.

A   Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, South-East Asia, the Pacific Islands or the Indian subcontinent. This includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and India.

The Student Information – Display All Students in A Grade Screen, which lists all the students in specific grade, can be used to check for completion of the sex and race data for each student.

ATTACHMENT ONE
Charter School Enrollment System - Student Information Update

Bilingual: <u>X</u>   Days <u>000</u>
ENTER (Y)es to indicate a that a student is eligible for bilingual aid <u>and</u> is receiving appropriate bilingual services. This field must be left blank if student is not eligible. The charter school must enter the (number of) "Days" that student received bilingual services during Final Session. A student is eligible for bilingual aid if he/she is identified as Limited English Proficient (LEP) in accordance with N.J.A.C.6: 31-1.2, participating in a bilingual/ESL program or a program of English Language Services.

Action: <u>X</u>
ENTER (D) if a student is no longer enrolled in the charter school. The system will only accept (D) in this field.
The "ENROLLED DAYS"" must also be adjusted to accurately reflect the number of days the student was enrolled during Final Session for purpose of calculating ADE and payments owed on behalf of the student during Final Session.

Tier Code: <u>XXX</u> and Days: <u>000</u>
Refer to the Special Education section of the Charter School Enrollment System User Manual for additional information pertaining to categorical aid for special education

Tier I Code : <u>XX</u> and Days: <u>000</u>
Enter the specific service (e.g. OT for Occupational Therapy) for the first service. If the child's I.E.P. requires more than one service then use the other fields within the Tier I section for each additional service. Enter the number of days the student received the service during Final Session.

Tier I relates to those pupils classified **for other than speech correction services** resident in the district which receive related services including, but not limited to, occupational therapy, physical therapy, speech and counseling.

Only classified students are eligible for Tier I aid and **only up to four services**. This does not mean that for the student, if the I.E.P. requires more than four services or the student is not classified special education that these services are not provided to the student. The charter school **must** provide all the necessary services as required by the students' I.E.P.

Tier II –Code: <u>XX</u> and Days: <u>000</u>
Enter code only if the student is classified as Specific Learning Disabled (SD) or Traumatic Brain Injury (BI) or Cognitively Impaired-Mild (CMD) or Preschool Disabled (PD).

Tier III- Code: <u>XX</u> and Days: <u>000</u>
Enter code only if the student is classified as Cognitively Impaired-Moderate (CIM) or Emotionally Disturbed (ED) or Multiply Disabled (MD) or Auditorily Impaired (AI) or Orthopedically Impaired (OI) or Communication Impaired (CI) or Other Health Impaired (HI) or Visually Impaired (VI). Enter the number of days the student received the service during Final Session.

Tier IV- Code: <u>XX</u> and Days: <u>000</u>
Enter code only if the student is classified as autistic (AUT), or Cognitively Impaired-Severe (CIS) or Intensive Services (IS). Enter the number of days the student received the service during Final Session.

ATTACHMENT TWO

Charter School Enrollment System - Student Information Update

District Responsibility (district where the student resides):

Charter schools are required to notify the district if student records require district input of the assigned district school code. All students enrolled during Final Session must be identified as registered students in the district. The district certifies that a student is registered in the district by entering the Assigned District School Code: <u>XXX</u> or the Send To: <u>XX – XXXX – XXX</u> information. Note that the "Send To" fields are only completed if the district has a formal sending/receiving relationship with another district. In such cases the district will need to enter the county, district and the assigned district school codes in this field.

Districts can enter this data by taking the following steps.

5. Access the DOE NET Charter School Enrollment System and Choose Option 4 -Student Info – <u>Update Assign District School Code for 999 & 000</u>.

6. Enter the 4-digit code of the Charter School.
    The system will bring up each individual student record that contains a 000 or 999 in the Assigned District Code field.

    If you are unable to access Option 4, choose Option 2-<u>Student Info. Entry</u>.

    The system will ask you to enter the charter school 4-digit number.
    On Screen 1, enter your 2-digit county code and 4-digit school district code.

    Enter User Option (**C**) **hange**. The system will ask you to enter the student's last name. If no name is entered, the system will bring up the first student record in alpha order on the next screen, the Student Enrollment Information Screen.
    In the Student Enrollment Screen and proceed, as follows:

7. ENTER the 3-digit Assigned District School Code. All students must be assigned a school in the district (in addition to the charter school assignment). (i.e. enter the code of the district school that the student would be attending if he/she were not attending the charter school.

8. Enter "999" in the Assigned Dist School Code field if the student is not a resident of the district. "000" in this field indicates that the district has taken no action on the student record. **It should be noted that student records containing a "999" or "000" code will not be included in the calculation of school based aid payment.**

This data must be completed before July 1, 2006. System users will be locked out of the database at that time. Contact Kathy Ambrosio at (609) 341-5298, Karina Bielaus at (609) 341-5299 or Charles Kahil at (609) 292-5168 if you require assistance.